

**COMMUNITY HIGH SCHOOL OF VERMONT  
FACULTY MEETING MINUTES  
Montpelier Elks, Montpelier, VT  
September 27, 2012**

**APPROVED**

**PRESENT:** Charity Baker, Cara Berryman, Jack Carson, Jeff Cassarino, Kathi Cassidy, Susan (Nicholas) Chelton, Chris Cosgrove, John Cross, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Lisa Harrington, Dan Hescock, Mike Jenzen, Dan King, Mike Lacoss, Dana Lesperance, Tod Lessard, John Long, Paul Major, Eric Marchese, Mo McIntyre, Mary Nelson, Jan Noskey, Wilhelmina Picard, Penny Pizer, Broni Plucas, Mary Poulos, Nick Rulon, Sheila Sayah, Bobbi Shutts, Jeanne Smith, Angie Stewart, Bill Storz, Sharon Strange, Dave Strong, Claire Swaha, Chad Thompson, Tatum Tomasi, Scott Tomlinson, Peter Van Wageningen, John Vorder Bruegge, Tom Woods

**ABSENT:** Dennis Bonanza, Jim Candon, Susan Chiefskey, Wade Cole, Alan Frost, Laurette Garrand, Barb Hagen, Harmony Harriman, Mary Beth Heiskell, Marlena Hughes, Mary Koen, Troy McAllister, Bob Salzman, Len Schmidt

**Approval of Prior Meeting Minutes**

**Angie Stewart moved to approve the meeting minutes of August 30, 2012. Bill Storz seconded the motion. The minutes were approved.**

**Announcements**

The magazines will be ordered next week. Make sure you have sent all your order requests to Mo.

Mandatory registration for ERP training will happen soon. Make sure you sign up for a training near you.

Mo will be sending campus budgets out tomorrow.

The AA-16s are still in the AGs office and will hopefully be ready soon.

The Student Information System has been approved and will be ordered soon.

Mylearningplan.com is a new web service that was recently purchased and will be used to manage professional development requests and will also be the place to keep track of all your professional development.

Wilhelmina is working on developing two new industries with VCI. More information will be shared when it becomes available.

Plans for a new education building at Southern State will allow for growth of trades certification courses.

The library project is moving along. Campuses may be receiving books soon. Hard covered books will be allowed in the facility libraries.

### **Transitions**

The functions of jobs and positions in central office will be changing within the next six months to help meet the changing needs of the school. Wilhelmina handed out a list of the central office positions that are changing. The most significant changes will happen with Charity and Sheila. When the SIS is in place Charity will be the SIS Manager as well as CASAS. She will be responsible for all student activity as well as other tasks. Sheila will be the Human Resource liaison as well as continue to take minutes for meetings and create the Annual Report as well as other tasks. Sheila and Charity will be working together and will be cross-training.

Beginning in October, Dana will be facilitating the faculty meetings.

There has been discussions with the State Board, asking for their support in requesting new positions for CHSVT. Wilhelmina will be meeting with AHS Secretary Racine as well as DOE Commissioner Vileseca and DOC Commissioner Pallito to discuss positions, finances and IT.

### **Faculty Governance**

Two policies have been warned and posted on the Ning for discussion. CHSVT policy on page five: B) *Policy Development and Adoption* and on page 19: C) *Suspension/Expulsion Policy*. There will be further discussion at the October faculty meeting.

Elections: There are two terms expiring and one vacant position on the Faculty Governance Committee. Nominations were requested prior to this meeting. Sharon Strange, Eric Marchese and Chris Cosgrove were nominated for the open positions. **John Cross made a motion to add all three nominations onto one slate for a vote. Mike Jenzen approved the motion. The nominations were approved.** It was also approved that the committee will decide on the term expirations for the three seats.

### **Policy Committee**

The Policy Committee has completed and voted on the Procedure Manual and it has been forwarded to the Faculty Governance Committee. It may require some tweaking, especially after the truancy discussion.

The Student Handbook is currently under review by the committee and they are seeking input/information from the faculty and committees. They have set a deadline of December 31, 2012 for completion and then it will be forwarded to the Faculty Governance Council.

Lisa sent the following email yesterday: The Policy Committee would like to invite you all to partake in an important discussion regarding school truancy. Please take a peek at the discussion on the NING when you have a moment. We would like to hear a little something from each campus so that we can get a feel for things at a school wide level. Please post directly to the NING, and not respond via email as we are trying to collect responses in one location so that we may move forward in our work on this topic.

The Policy Committee has also been tasked with creating a program to discuss workplace bullying. The goal is to educate all staff about best practices for providing a safe, secure, and positive workplace as well as holding people accountable for their behavior. A guest speaker will come to the October faculty meeting. The book The Bully-Free Workplace by Gary and Ruth Namie, will be referenced. A sign-up sheet was sent around so that books could be ordered for anyone interested in reading the book.

Elections: John Cross' term expires in October and an election will take place at the next faculty meeting. Please send nominations to the Policy Committee.

### **HOM - activity**

This discussion was about the Dimensions of Growth – how do we assess student growth? The faculty was divided into four groups and everyone read chapter four, The Five Dimensions of Growth in Learning and Leading with Habits of Mind. Key ideas were shared and reported out to the rest of the groups. The next step was to discuss a growth plan of goals and activities and put those goals on the charts on the wall. The closing activity was a reflection. There will be continued discussion on the Ning. Dana handed out the HOM Continuous Growth Plan of Action. The plan will also be on the shared drive and the Ning.

### **Orchestra Engagement Lab**

Paul Gambil, coordinator of the lab, spoke to the faculty about the program that will be piloted at Marble Valley and answered questions.

### **Art Show Connections**

Liz Crawford, General Manager at the Helen Day Art Center, in Stowe returned to meet with anyone interested in being part of the brainstorm to get the art show proposal started. Interested parties met after the faculty meeting was adjourned.

The meeting adjourned at 1:55 p.m.

Respectfully Submitted,

Sheila Sayah